

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Personal Property in the Workplace	
Policy Number: PRP 04	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To define the use/possession of personal property in the workplace.

POLICY: It is generally acceptable for staff to bring a minimal amount of personal items into the workplace to personalize their work area or to support their work in the form of professional reference books and other materials.

PROCEDURE:

I. Personal items brought into the workplace are subject to a determination of suitability/appropriateness for the workplace by direct supervisors or the facility Administrator.

II. Personal items in the workplace are brought at the owner's risk and neither the facility nor the State of Montana will accept any liability for damage or loss sustained while these items are in the workplace.

III. Jewelry should be kept at a minimum and is not recommended to be worn, especially for direct care staff, to minimize the potential of loss, breakage, or harm to staff or patients in the event of patient interventions. As such, these items are worn at the personal risk of individual staff and loss or damage to these items is your responsibility and not that of the facility.

IV. Clothing, eyeglasses, or other personal wear that may inadvertently be broken, torn or otherwise damaged in the course of work related activities are considered normal and expected potential risks and happen as rare exception rather than the rule. Staff insurance, Workman's Compensation or other means may be utilized for possible resources of reimbursement; however, neither the facility nor the State of Montana will assume liability for direct reimbursement of these items.

Revisions:

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Title Date

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